

OLDEST CONTINUOUS ENGLISH SPEAKING SETTLEMENT IN AMERICA  
HAMPTON, VIRGINIA 23669

TO: COMMONWEALTH OF VIRGINIA  
DIVISION OF MOTOR VEHICLES  
P. O. BOX 27412  
RICHMOND, VA 23669

FROM: Department of Human Resources

SUBJECT: Driver's License Record Check Voucher

**Please conduct a driver's license record check on the following applicant:**

NAME: \_\_\_\_\_  
 Last First Middle  
 (As it appears on valid Virginia Driver's License)

SOCIAL SECURITY/DRIVERS' LICENSE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Hampton Human Resources Department to request and conduct a Driver's License Record Check using the above information I have furnished of my own free will. I understand that the above information regarding date of birth and sex, will be used in conducting the driver's license record check only, and will not be considered in making any employment decision.

I understand that any information supplied by me or obtained as a result of the driver's license record check shall only be disseminated pursuant to the Privacy Protection Act of 1976.

Further, I understand that my employment with the City of Hampton is contingent upon having a satisfactory driving record as determined by the City of Hampton, and I remise, release, waive and forever discharge all City employees requesting or conducting the record check from any and all action or cause of action, claim or demand, liability or legal action which I have now or may ever have resulting directly or indirectly or remotely both from requesting /conducting said record check and oral and written opinions rendered because of said record check.

Applicant's Authorization	Date
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Requesting Official's Authorization	Date
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## **CRITERIA FOR DETERMINING SATISFACTORY DRIVER'S RECORD**

Employees filling City positions, which require full or part-time operation of motorized vehicles, shall not remain employed if their driving record indicates any of the following:

1. More than two (2) chargeable accidents during the prior two (2) years.
2. Accumulation of more than eight (8) points attributed to speeding during the previous two (2) years.
3. Accumulation of more than nine (9) points on their driving record over the past twelve (12) months.
4. Convicted of drunk driving or driving under the influence of drugs during the previous five (5) years.
5. Convicted of reckless driving during the past five (5) years.
6. Convicted of manslaughter in connection with the use of a motor vehicle during the past five (5) years.
7. When the applicant is uninsurable (i.e., if the Virginia Division of Motor Vehicles driving record report indicates that the applicant is an uninsured motorist).

When an applicant's driving record reflects a continuing trend of poor or careless driving habits, he/she may be designated a "habitual offender" and denied employment. A example of a habitual offender would be a person whose driving record reflects driving citations during each of the four preceding years, regardless of the number of demerits accumulated. However, should a person designated as a habitual offender complete an accredited Driver Improvement Program they may be reconsidered for employment.